

Spec. Code: 4719
Occ. Area: 03
Work Area: 026
Prom. Line: none
Prob. Period: 6 mo.
Effective Date: 04/25/89

RECYCLING COORDINATOR

Function of Job

Under administrative supervision from a designated administrator, to establish, coordinate and promote campus recycling programs and operations.

Characteristic Duties and Responsibilities

1. initiates recycling programs (such as waste reduction or composting) in campus units including project planning, implementation, training, monitoring and modification
2. interacts with governmental units on recycling issues to ensure responsiveness to common problems and concerns
3. meets with faculty, staff and students to generate an awareness of and to promote campus recycling programs
4. maintains records on total and categorical recycled materials for participating campus units
5. prepares reports, such as those reflecting status of recycling programs on a volumetric basis and from a financial standpoint
6. provides information to the community to increase awareness of campus recycling efforts and programs
7. communicates program activities to both campus and community units, organizations and groups
8. interacts with recycling agencies and/or companies to create new markets for waste products
9. attends meetings and conferences to keep abreast of trends in recycling and related government legislation
10. performs other related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. any one or any combination of the following types of preparation:

- (a) credit for progressively more advanced college or university course work comparable to that leading to a Baccalaureate
- (b) responsible experience in the management of a major recycling program (experience must have been at least at the level of an assistant coordinator or assistant manager)

that totals 1.0 unit according to the following conversion rates:

120 semester hours (or a Baccalaureate degree) in “a” = 1.0 unit

36 months of “b” = 1.0 unit.

- 2. twelve months experience in establishing, promoting, organizing or managing publicity campaigns or programs for a major institution, community or business (such as recycling, fundraising, political or social campaigns)

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

- 1. ability to organize and coordinate the work of others
- 2. administrative ability
- 3. ability to communicate effectively with others
- 4. ability to analyze problems and develop solutions